



IDAHO STATE BOARD OF ACCOUNTANCY
PO Box 83720
Boise ID 83720-0002
Phone (208) 334-2490 Fax (208) 334-2615
E-Mail: <mailto:isba@isba.idaho.gov>
Web Site: isba.idaho.gov

OFFICE LOCATION AND EXPRESS MAIL ADDRESS:
1109 MAIN STREET
OWYHEE PLAZA, SUITE 470
BOISE, IDAHO 83702

VERIFIED COMPLAINT FORM

INSTRUCTIONS: Please type or print clearly in ink. Complete all applicable sections of this form fully and accurately. Attach legible copies of all relevant documents pertaining to your complaint. You should include all information of which you are aware. Submit **five (5) copies** of the completed complaint form and any attachments. Retain a copy for your files.

If you need assistance in completing or submitting this complaint, contact the Board of Accountancy. If more space is needed, attach extra sheets.

PLEASE NOTE: The Idaho State Board of Accountancy regulates certified public accountants and licensed public accountants. The Board is not empowered to resolve fee disputes, award damages, order the return of fees paid, settle disputes over various interpretations of U.S. Tax Code or Idaho Tax Codes, or to otherwise settle claims. The Board's jurisdiction extends to potential disciplinary actions where violations of the Idaho Accountancy Act and or Rules are found. The Board cannot compel the payment of money or to render a monetary judgement in your favor. Such actions fall within the jurisdiction of civil courts. The Board can, for cause shown, revoke, suspend, refuse to renew, administratively penalize, reprimand, restrict or place on probation the holder of a certificate or license, or refuse to issue any certificate or license to an applicant.

I. INDIVIDUAL(S) AGAINST WHOM YOU ARE FILING A COMPLAINT

Name(s) _____
(First) (Middle Initial) (Last)

License Type (Check one) CPA ☐ LPA ☐ License # (if known) _____

Firm Name _____

Address _____

City, State, and Zip Code _____

Telephone (Including Area Code) _____

II. INDIVIDUAL(S) FILING THE COMPLAINT

Name(s) _____
(First) (Middle Initial) (Last)

Address _____

City, State and Zip Code _____

Telephone: Home _____ Work _____

Please Turn to Next Page

III. GENERAL INFORMATION ABOUT THE COMPLAINT

I **have** ☐ **have not** ☐ contacted the person(s) complained about to resolve this matter.
(check one)

I **have** ☐ **have not** ☐ contacted an attorney to assist in resolving this or a related matter.
(check one)

Attorney's Name _____ Telephone _____

Address _____

City, State and Zip Code _____

List the names of all other agencies with whom you have or intend to file a complaint.

Have you previously filed complaints about this licensee(s) with the Board of Accountancy?

Yes ☐ **No** ☐

If yes, please provide information as to when and what the complaint involved.

I **am** ☐ **am not** ☐ willing to testify under oath regarding the allegations in this complaint.
(check one)

If you are not willing to testify, state the reason(s) below.

IV. SPECIFIC INFORMATION ABOUT THE COMPLAINT

Please state the specific factual allegations upon which your complaint is based. Include names, dates, and other information which you believe to be relevant to your complaint.

Use additional sheets of paper if necessary.

If you know the specific law or rule violations you are alleging violations in, please list them here.
(Copies of the act and rule are available at the Board office or on our web site at www.state.id.us/boa.)

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Please attach copies of all relevant documents and papers which directly or indirectly relate to this complaint.

Turn to Next Page

V. VERIFICATION OF COMPLAINT

Please note: Your complaint must be signed and notarized for our office to proceed.

I understand a copy of this complaint will be given to any person or firm against whom I have complained. I (we), the complainant(s), declare under oath that the above is true to the best of my (our) knowledge.

Dated this _____ day of _____, _____.

Signature of Complainant(s)

State of _____)
County of _____) ss.

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

SEAL

My Commission expires: _____

Residing at: _____

Your complaint will be reviewed by the Executive Director and the Investigative Committee. You will receive written confirmation that your complaint has been received. You may be asked to submit additional information or clarification and will be notified as to the final disposition of your complaint.

Revised 12/2005